

# EMERGENCY MANAGEMENT TEAM



SPARTANBURG COMMUNITY COLLEGE

## EMERGENCY RESPONSE GUIDE

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## Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>OVERVIEW OF EMERGENCY RESPONSE GUIDE</b> .....	<b>3</b>
I. Purpose.....	3
II. Concept of Operations .....	3
<b>ACCIDENTS</b> .....	<b>7</b>
I. Vehicular .....	7
II. Workplace.....	7
<b>EMERGENCY FIRST AID</b> .....	<b>8</b>
<b>FIRE AND OTHER EMERGENCY EVACUATIONS</b> .....	<b>9</b>
<b>WORKPLACE VIOLENCE</b> .....	<b>11</b>
I. Definition .....	11
II. Responding to Non-Threatening Disruptive Behavior .....	11
III. Responding to Threatening Behavior.....	12
IV. Responding to Emergencies: Active Shooter & Other Violent Incidents .....	12
<b>BOMB THREATS / SUSPICIOUS LETTERS &amp; PACKAGES</b> .....	<b>14</b>
I. Bomb Threats.....	14
II. Suspicious Letters and Packages .....	15
<b>CIVIL DISTURBANCE OR DEMONSTRATION</b> .....	<b>16</b>
<b>PSYCHOLOGICAL CRISIS</b> .....	<b>17</b>
<b>SEVERE WEATHER</b> .....	<b>17</b>
I. Severe Thunderstorms .....	17
II. Tornadoes .....	18
III. Winter Storms .....	19
IV. Floods.....	19
<b>UTILITY EMERGENCIES</b> .....	<b>20</b>
I. Gas Leaks.....	20
II. Powers and Water Outages.....	21
<b>EARTHQUAKES</b> .....	<b>23</b>
<b>HAZARDOUS WEATHER/EMERGENCY LEAVE POLICY &amp; PROCEDURE</b> .....	<b>25</b>
<b>CLOSING/DELAY ALERT CONTACT INFORMATION</b> .....	<b>26</b>

# OVERVIEW OF EMERGENCY RESPONSE GUIDE

## I. Purpose

This plan serves as a guide for all college personnel in the event of an emergency at or near one of the campuses of Spartanburg Community College, including any situation requiring the closing of any campus or the suspension of classes. While no plan can cover every possible crisis or emergency, this guide describes basic actions necessary to protect personnel and property and to enhance the capability of Spartanburg Community College response in coordination with local emergency response agencies. Specifically, this guide outlines emergency management actions and resources required to:

- A. Minimize loss of life and property damage
- B. Care for the health and safety needs of personnel
- C. Maintain law and order and a safe working environment
- D. Restore essential services
- E. Provide for continuity of operations
- F. Provide recovery operations to expedite the return to normal college operations and resume class schedules
- G. Provide timely and accurate information to the public and the media

*Note: An electronic copy of this plan can be located on the SCC website at <https://www.sccsc.edu/students/safety/alert.php> and on the SCC portal in the “**Campus Police Tab**” section. Look for this alert symbol at both locations:*



## II. Concept of Operation

## A. General:

1. Priorities for any emergency situation, on or off-campus, will be (in order of priority): *1-Life Safety, 2-Incident Stabilization, 3-Property Conservation.*
2. Campus Emergencies:
  - a. College personnel will respond to campus emergencies using College resources as applicable. When the College (or one of its campuses) is designated as “closed,” non-essential employees shall not come to the College (or onto the designated SCC campus) unless specifically directed to do so by their supervisor.
  - b. Campus Police may be contacted by dialing **4911** from any campus telephone or **(864) 592-4911** from a cellphone or off-campus location.
  - c. Some situations will require an emergency response from local government agencies with the necessary trained personnel and emergency equipment. Local emergency services may be contacted by dialing **911** from **any** telephone (it is unnecessary to dial an extra “9” when dialing 911 from a campus telephone).
3. Off-Campus Emergencies:
  - a. In some cases, emergencies occurring off-campus will affect the College and its regular operation.
  - b. Notify local emergency services by dialing **911**. Campus Police may be notified by calling **(864) 592-4911**.

## B. Phases of College Emergencies:

1. Mitigation / Preparedness Phase:
  - a. Through training and preparedness planning, the College will take aggressive action to prevent emergencies from occurring.
  - b. The College will take all actions necessary to maximize preparation for emergency situations.

### 2. Response Phase:

The College will ensure sufficient resources available to handle minor emergencies on campus and coordinate with local emergency response agencies for emergencies requiring additional assistance.

### 3. Recovery Phase:

The College will take all necessary actions to facilitate rapid and thorough recovery from any emergency situation so that normal College functions can be resumed expeditiously.

### **C. Command and Control:**

1. The National Incident Management System (NIMS) will be utilized during emergency operations, and a Unified Command will be established with external responders and agencies.
2. As outlined in this plan, the President (or designee) is responsible for all emergency response operations and preparations on campus, including suspending and reconvening classes. If the President is unavailable, this responsibility shall be assigned to the Vice President for Strategic Innovation, who leads the Emergency Management Team.

### **D. Authority, Organization, and Responsibilities:**

1. Authority:

The authority for this emergency plan is derived from Spartanburg Community College Policy [30.5](#).

2. Organizations:

- a. The College's Emergency Management Team, comprised of crucial College administrators and personnel, will report to the President and act in support of this plan's operational aspects.
- b. The College's Emergency Management Team, comprised of crucial College administrators and personnel with specialized areas of expertise, will report as needed to the Emergency Operation Director (or as required under NIMS) and direct tactical implementation of this plan.

3. Responsibilities of the Emergency Management Team and Emergency Operations Group:

As outlined on the following page, the College administrators and their staff are assigned specific responsibilities under this plan.

### **E. General Guidelines and Procedures:**

1. Handling the Media:

Employees and students are not permitted to represent or speak officially on behalf of Spartanburg Community College without formal approval. Only authorized individuals, including executive leadership, the Chief of Police, and the Public Information Officer (PIO), have the authority to make official statements or speak on behalf of SCC.

2. Limiting On-Lookers/Crowds
3. Evacuation Plan
4. Shelter in Place
5. Lock Down

Appendix A

**EMERGENCY MANAGEMENT TEAM**

**ADMINISTRATOR**

**FUNCTION**

Dr. Stacey Obi .....	Emergency Management Director
Dr. Kevin Powers.....	Emergency Management Coordinator
Brian Wallace .....	Campus/Facilities Operations Director
Savanna James.....	Public Information Officer
Brittany Greenway .....	Procurement Director
	Insurance Property Control Manager
Phaedra Harris.....	Employee Relations Issues Coordinator
Ethan Burroughs .....	Finance
David Aughinbaugh.....	I.T. / Emergency Notifications Software
Daniel Francis .....	Student Relations Issue Coordinator
Darlene Kosco .....	Emergency Notifications Coordinator

# ACCIDENTS

## I. Vehicular

If you are involved in or witness any vehicular accident on campus, the following steps should be taken:

- A. Check and clear the scene to make sure the scene is safe.
- B. You may render any first aid that you are qualified to provide. Do not attempt to move injured persons unless a life-threatening condition, such as a fire, exists.
- C. In the event that a vehicle accident results in fire, hazardous materials release, or injuries requiring medical attention, immediately dial 911.
- D. Remain at the scene of the accident until a Campus Police officer arrives, and advise any parties involved or witnessed the accident that they also need to remain at the scene. If a party to the accident attempts to leave before an officer's arrival, do not attempt to stop the person. However, take note of the vehicle and person's appearance and record the license plate number.
- E. Upon arrival, the responding Campus Police officer shall be responsible for subsequent steps, including coordination with any responding emergency personnel, identification of witnesses, investigation of the accident, notification to the President/Emergency Management Team, and submission of any required motor vehicle collision reports.
- F. If the vehicle accident occurs near but off-campus, report the accident via 911 or to South Carolina Highway Patrol at \*HP and assist as appropriate at your discretion. If an SCC owned vehicle is involved in an off-campus accident, notify Campus Police and follow other related policies as required.

## II. Workplace

If you are involved in or witness a workplace accident on campus, the following steps should be taken:

- A. Check and clear the scene to make sure the scene is safe.
- B. You may render any first aid that you are qualified to provide. Do not attempt to move injured persons unless a life-threatening condition, such as a fire, exists.
- C. In the event, a vehicle accident results in fire, hazardous materials release, or injuries requiring medical attention, immediately dial 911.

- D. If the accident's cause still poses a danger to others, notify the officer and provide whatever assistance you are requested to, and capable of rendering to reduce or eliminate the threat.
- E. If the accident involves injury to an SCC employee, work-study student, or student working in a clinical on off-site location, notify the College's Worker's Compensation Coordinator (Human Resources **864-592-4709**) as soon as feasible. If Campus Police **has** been notified of the accident and responded, that department shall contact the College's Workers' Compensation Coordinator.

If Campus Police **has not** been notified of the accident. In that case, the employee (or the employee's supervisor if the employee is unable to provide notification) shall contact the College's Workers' Compensation Coordinator (Human Resources **864-592-4709**), who will likely need to obtain additional information directly from the injured to coordinate the submission of required paperwork.

- F. If the accident involves damage to college property, the Procurement Director (**864-592-4670**) must also be notified. Campus Police shall provide this notification in all instances when they have been notified of an accident and responded.
- G. If the accident involves a student, the VP of Strategic Innovation (**864-592-4618**) must also be notified. Campus Police shall provide this notification in all instances when they have been notified of an accident and responded.
- H. Upon notification, Campus Police will notify the College Administration and other key personnel, including the Public Information Officer, of an accident or injury to an SCC student, employee, or visitor.
- I. Upon notification, Campus Police shall document accidents in an incident report **within 24 hours**. When possible, the cause of the injury will be identified. The College shall then take steps to eliminate any causes of the injury as appropriate.

## **EMERGENCY FIRST AID**

Each emergency first aid situation is unique; therefore, the steps you should take in response to these situations may vary, as may the steps' order. However, do not attempt to render first aid if you feel unqualified or un-trained to do so. All injuries and illnesses requiring medical attention must be reported to local emergency responders have been called directly via 911.

While it is impossible to address every potential injury or illness, the following procedure should be used to address a medical problem beyond a minor cut, injury, or illness.

- A. Check and clear the scene to make sure the scene is safe.



- B. Call or instruct someone else to call Campus Police (4911) and convey the following information: the nature of the illness or injury; the location of the ill or injured person; a description of the person, including approximate age, race, and sex; a description of the person's medical symptoms or complaints; and, if known, a description of the person's activities before the onset of the symptoms or complaints.
- C. If life-threatening or other serious injury or medical conditions, contact local emergency services immediately by calling 911, then notify (or have someone else notify) Campus Police.
- D. Remain or ask someone to remain on the line with the Campus Police Officer and/or 911 dispatcher if follow-up information is necessary.
- E. Only render any immediate first aid that you are qualified to provide. Do not move injured persons unless the environmental conditions become life-threatening, such as fire exists.
- F. Remain or instruct someone to remain at the scene as long as necessary to assist Campus Police and/or other emergency personnel.

## **FIRE AND OTHER EMERGENCY EVACUATIONS**

To help ensure your safety, all College buildings have clearly marked and illuminated emergency exit signs which indicate evacuation routes. In some buildings, these signs remain illuminated at all times; in other buildings, they become illuminated when a fire alarm is activated. The College regularly tests the lighting in these signs to assure that it is adequate day and night. Additionally, buildings have emergency lighting systems that provide illumination for a short period of time sufficient to permit evacuation. Fire alarm systems will be activated for fire or fire drills only. Other emergency and/or evacuation notifications will be made as described elsewhere in this manual. ***The fire alarm will not and should not be used to signal other types of emergencies.***

In order to acquaint everyone with the sound of the fire alarm and the exit routes to be followed, Campus Police conducts unannounced fire drills on a regular basis. It is each employee's responsibility to make sure he/she knows the proper evacuation routes. Additionally, faculty members and supervisors assume the role of monitors/coordinators for their students and subordinates during such drills or actual emergencies. Therefore, faculty members/supervisors should:

- A. Inform students/subordinates of the location of and routes to area exits prior to an emergency.

- B. Inform students/subordinates of the location of the nearest fire extinguisher prior to an emergency. If a fire is small, contained, you are trained with the use of a fire extinguisher, and you are not compromising your safety; you may try to extinguish it.
- C. Instruct students to evacuate calmly and quietly when notified by fire alarm activations or by Campus Police. Ensure that priority is given to safety. Take only your essential belongings with you. Assist with evacuating persons with disabilities. (See “Additional Note” at the end of this section.)
- D. Ensure that classroom/office doors are closed (unlocked is possible) and overhead lights are turned off after everyone has evacuated.
- E. Instruct students/subordinates to walk, not run, during evacuation.
- F. Advise students/subordinates to use the stairs, not the elevators, during evacuation.
- G. Assemble as a group at least 150 feet away from the building. Do not assemble near fire lanes, hydrants, doors, and streets, where you might impede emergency responders’ access. Instructors/supervisors shall report anyone unaccounted for to Campus Police immediately.
- H. Remain as a group and wait for further instructions. Campus Police will work with other emergency responders and agencies to determine and announce when the building is safe for re-entry.
- I. Prohibit smoking during all phases of evacuation.
- J. If you become trapped in an office or building, try to gain access to a window. If possible, place something at the bottom of the door to reduce smoke from entering the room. Since smoke rises, remain as low to the floor as possible. Also, communicate your location to Campus Police or other emergency responders any way you can.

**Additional Note:**

Student Disability Services will obtain information from disabled students regarding their preference for a method of evacuation (e.g., with or without wheelchairs) during an evacuation and will include that information in the faculty notification form. The instructor will identify a primary and alternate student/employee to assist the disabled person during an emergency. Instructors should designate these primary and alternate students during the first class period; supervisors should designate these employees as staff changes. Additionally, instructors should assign students with disabilities to seats nearest to the door to expedite their evacuations if they do not interfere with their academic programs.

# WORKPLACE VIOLENCE

## I. Definition

Workplace violence is a term that has generally been used to describe threatening behavior, acts of violence, or property damage perpetrated by employees. However, the term is not limited to threats or acts committed by employees. It may adequately describe threats or acts committed by a host of others when those threats or acts occur on-campus or off-campus at College-sponsored events. Those others include, but are not necessarily limited to, students; vendors; visitors; spouses/friends of students, staff, faculty; and criminals. Also included in this definition are actual or implied verbal and non-verbal threats, harassment, intimidation, and disruptive behavior that may lead to physical harm or property damage.

## II. Responding to Non-Threatening Disruptive Behavior

While responding to non-threatening behavior may appear to be outside the scope of this emergency plan, it is not, since dealing properly with non-threatening behavior may prevent that behavior from escalating to threatening or violent behavior. The following steps should be taken in response to non-threatening disruptive behavior:

- A. Attempt to defuse the situation by responding quietly and calmly.
- B. Avoid taking the individual's behavior personally.
- C. Demonstrate concern by listening closely and asking questions.
- D. Communicate clearly and summarize what you heard the individual say.
- E. Focus on the areas that you and the individual agree upon and try to resolve the individual's concern.
- F. Notify others (Supervisors, Human Resources, Campus Police) as appropriate, if only to document the incident.

If the disruptive behavior continues, assess whether or not the individual appears to be dangerous. Suppose you believe that the individual is upset but not dangerous, set limits, and seek others' assistance as necessary. Examples of setting limits include instructing the individual to lower his/her voice; advising patience so you may help; warning that disruptive behavior will not be tolerated and may result in punitive action; and asking the individual to leave your office/area. If the individual refuses to leave, tell them that you will notify Campus Police.

### III. Responding to Threatening Behavior

When dealing with an individual who exhibits threatening behavior, follow the guidelines in Section II above, along with additional steps such as:

- A. Remain in a public area and avoid isolation.
- B. Do not touch or attempt to remove the individual from the area.
- C. Alert others for assistance by using a prearranged distress signal or device. In turn, they should notify Campus Police immediately of as many details as possible of the ongoing incident. Avoid mentioning discipline or calling Campus Police if you believe the individual will respond violently.
- D. Find a way to excuse yourself from the area and get help.

### IV. Responding to Emergencies: Active Shooter and Other Violent Incidents

Shooting and other violent acts are unpredictable, and **your** immediate response depends on the situation. The following guidelines are based on the best practices established by law enforcement experts. In the event of an act of violence on campus, local law enforcement will be contacted immediately for assistance. Access to the Campus will be restricted immediately upon notification of the incident.

- A. If you are in the same building as an incident and it is possible to do so safely, exit the building immediately, moving away from the immediate path of danger, and take the following steps:
  - 1) Advise anyone you encounter to exit the building immediately.
  - 2) Evacuate to a safe area and take protective cover. Stay there until assistance arrives.
  - 3) **Call 911 and Campus Police at 4911 or 864-592-4911.** Remain calm and provide as much information as possible.
- B. If you cannot safely exit the building or are directed to a “Hard Lockdown,” take the following actions:
  - 1) Go to the nearest room or office, close and lock the door; barricade the door if possible.
  - 2) Turn off lights, radios, and computer monitors, close blinds, and block windows. Silence cell phones and keep quiet as if no one is in the room.
  - 3) Seek protective cover (behind concrete walls, filing cabinets, thick desks, etc.), away from windows and doors. Do not answer the door under any circumstances.

- 4) **Call 911 and Campus Police at 4911 or 864-592-4911.** Remain calm and provide as much information as possible.
  - 5) If you cannot call the Police and have a silent alarm in your area, activate the alarm.
  - 6) Wait for Campus Police or other Emergency Responders to assist you out of the building.
- C. **As a last resort, take action.** If you cannot evacuate or hide safely and only when your life is in imminent danger, then you must be prepared to do whatever is necessary to neutralize the threat by taking the following steps:
- 1) Attempt to incapacitate or disrupt the actions of the shooter by any means necessary.
  - 2) Act with physical aggression toward the shooter.
  - 3) Use items in your area, such as fire extinguishers, chairs, or any object that can be used as an improvised weapon.
  - 4) Throwing items and yelling can be effective in these situations.
  - 5) Only when the shooter is fully incapacitated, immediately evacuate the area and seek protective cover.
  - 6) When it is safe to do so, call 911 and campus Police at 411 or 864-592-4911.

**Important notes:**

- Understand that gunfire may sound artificial. Assume that any popping sound is gunfire.
- If there are two or more persons in the same place when a violent incident begins, you should spread out in the room to avoid offering the aggressor an easy target.
- Be mindful that violent attacks can involve any type of weapon, not just a gun. Knives, blunt objects, physical force, or explosives can be just as deadly as a gun. The suggested actions provided here are applicable in any violent encounter.
- Plan ahead: Visualize possible escape routes, including physically accessible routes for students and staff with disabilities and others with limited mobility.
- Wait for Local Law Enforcement officers to assist you out of the building, if inside.
- When law enforcement arrives, students and employees must display empty hands with open palms.

Local law enforcement agencies are trained and equipped to respond to an emergency incident of this nature. During the initial phase of the incident, the campus police will respond and evaluate the situation to determine the best course of action for the SCC Community's safety. Once local law enforcement arrives on campus, they will be responsible for all tactical operations.

Uninjured students, faculty, and staff will be evacuated to a safe location as the situation allows.

Once the incident is under control, the scene will be secured immediately to preserve all evidence. Campus Police and other law enforcement agencies will collect vital information on the assailant(s) and the incident by interviewing witnesses.

## **BOMB THREAT / SUSPICIOUS LETTERS AND PACKAGES**

### **I. Bomb Threats**

Upon receiving a bomb threat call;

- A. Listen carefully to the caller and background noises. Show interest and try to keep the caller talking so that you can gather as much information as possible.
- B. Note the caller's phone number if your phone has a display, or identify if the caller is being made from on-campus or off-campus.
- C. Upon completion of the call, immediately notify Campus Police, and an officer will respond to your location. Do not discuss the call with others, and do not spread panic.
- D. While awaiting the officer's arrival, write down as much information as possible on the Bomb Threat Checklist (see attachment at the end of plan), including your assessment of the caller's age, sex, race, accent, and any background noise. Also, write down any information the caller may have provided about the bomb's location, type, detonation time, and a possible motive for planting the bomb. Note when the call was received and the extension number on which it was received.
- E. Faculty and staff with special knowledge, skills, training, or familiarity with the targeted building/area may be asked to assist officers and other officials in identifying items that are out of place. Searchers are to be instructed not to disturb or touch any unusual objects found, do not turn lights on or off, and not activate any electrical equipment. The search should be done with the use of flashlights. **Do not use handheld radios when approaching or searching the area.** Officers may need to question faculty, staff, and students about suspicious activity or persons, and employees should provide any additional relevant information that may help assess the threat.
- F. If you are instructed to evacuate, do so at once, assisting any disabled person. If possible, avoid using elevators.

- G. Once outside, move to an area where you will be at least 500 feet from targeted buildings/areas and where your presence will not interfere with responding emergency personnel. When possible, avoid gathering in parking lots or near utility equipment such as chillers and electrical power lines.
- H. If media representatives are present, refer any questions they have to the College's Public Information Officer.
- I. Emergency response personnel will determine when a building/area is safe to resume normal operations; faculty, staff, and students will then be allowed to return.

## **II. Suspicious Letters and Packages**

Be aware that letters and packages may also pose threats, not only from bombs but also from biological agents such as ricin. If you receive a letter or a package whose external appearance is somehow suspect – for example, it has a powdery residue or oily stains or discolorations on it, or the postmark city is different from the return address city, follow these steps:

- A. **DO NOT OPEN IT!**
- B. If possible, isolate the mailing and cover it with an item such as a trash can to reduce potential contamination.
- C. Evacuate the immediate area and call Campus Police (4911), providing information about the item's location.
- D. Wash your hands with soap and water.
- E. Be prepared to provide Campus Police with others' names who may have touched the letter and package.
- F. Follow any subsequent directives of Campus Police. For example, it may be necessary to have clothing removed and then packaged by professional responders.

Note: If you become aware only after opening it that the letter or package may pose a threat, follow steps B-F above.

## CIVIL DISTURBANCE OR DEMONSTRATION

Whether they are marches, meetings, picketing, or rallies, most campus demonstrations are peaceful and non-obstructive. However, if they are not, or if disruptive protests in the community spill over to the campus, the procedures outlined below shall be followed.

- A. Any College official or personnel who learn of a demonstration or planned demonstration must immediately report it to the Campus Police.
- B. Campus Police must report any such demonstrations to the President, who has the right to deny the demonstration to take place on an SCC campus.
- C. Demonstrators who cause disruption or disturb College activities will be informed by Campus Police of the pertinent statute (See important notes) and given official trespass or disturbing school notices. Campus Police shall also advise the demonstrators to disperse by a specific time.
- D. If the demonstrators do not disperse by the specified time, the Campus Police officer in charge will consult with the President or the designated College official and local authorities to determine if intervention is necessary. The safety of all College personnel is most important.
- E. Campus Police may request additional personnel from local and state agencies to maintain peace and crowd control.
- F. If necessary, demonstrators will be arrested, processed, and charged to the full extent of the law.
- G. Campus Police will coordinate activities with local authorities if an off-campus disturbance or demonstration interferes with the safety of College personnel and students' route to and from college campuses.
- H. The College's Director of Public Information Officer will be responsible for communicating relevant information about any demonstration to the media and College community.

### Important Notes:

The statutory authority for these procedures is outlined in the South Carolina Code of Law (16-17-420), which states that it is unlawful for any person to willfully or unnecessarily interfere with or disturb in any way or any place the students of any schools or College in the state. Additionally, this statute indicates that it is unlawful for any person to enter, except on business, school, and college premises, without the principal or President's permission.

Any person who violates this state law is guilty of a misdemeanor and, upon conviction, must be fined no more than two thousand dollars or imprisoned for no more than a year, or both.



## **PSYCHOLOGICAL CRISIS**

A psychological crisis might manifest itself on campus in several ways, including, among other possibilities, threats against others, threats against oneself, emotional breakdowns, and alcohol or drug abuse. If you witness a psychological crisis, the most important thing to remember is that the College has on-staff expertise and access to additional community resources to help resolve a crisis situation. Therefore, your primary responsibility is not to attempt to serve as a crisis counselor; instead, it is simply to notify the proper authorities so that appropriate professionals can address the situation as quickly as possible.

The essential steps for dealing with a psychological crisis on campus shall include the following:

- A. Notify Campus Police at the onset of the problem, providing details about location, individuals involved, and a description of the manifested behavior. If possible, try to isolate the person in crisis away from others.
- B. Campus Police shall respond to the scene immediately. Depending upon the nature of the behavior manifested, Campus Police may also summon appropriate staff to the scene. If additional resources are required, Campus Police may request outside assistance.
- C. Resolving the situation may at times require that the individual in crisis be taken into protective custody.
- D. Support may be offered by the College to Employees who were impacted.
- E. All media contact pertaining to a psychological crisis on campus shall be the Public Information Officer's responsibility.

## **SEVERE WEATHER**

### **I. Severe Thunderstorm**

- A. The National Weather Service issues a severe thunderstorm "watch" whenever conditions are favorable for forming such storms; it gives a "warning" when such storms have developed and may pose an imminent threat. Campus Police shall monitor both "watch" and "warning" alerts.
- B. If a thunderstorm is believed to pose a danger to SCC personnel/facilities, Campus Police shall activate the Emergency Response Communication Sequence. Additionally, Campus Police officers in the field shall alert anyone who is outside.

- C. If instructed to do so by Campus Police, or weather conditions dictate, individuals inside should be prepared to move quickly to safe areas within their buildings – to places such as hallways and enclosed classrooms, away from windows. Individuals who are outside should immediately seek shelter in the safest nearby building or under structures that will provide safety, avoiding trees or structures that may collapse or attract lightning.
- D. Any injuries or damage resulting from the storm should be reported to Campus Police immediately.’

## **II. Tornadoes, Hurricanes, and/or Tropical Storms (UPDATE SECTION TO INCLUDE)**

- A. The protocol for tornado “watches” and “warning” shall generally be the same as that for severe thunderstorms. However, personnel needs to be aware that warning periods may be shorter and that damage may be more severe.
- B. If a tornado warning has been issued and you are inside,
  - 1) Stay inside
  - 2) Stay away from outside walls, windows, mirrors, glass, overhead fixtures, and unsecured objects such as filing cabinets and bookcases.
  - 3) If possible, move to an interior corridor, room, or office without windows and crouch low to the ground with your hands covering the back of your head and neck.
  - 4) Do not use elevators.
  - 5) Assist persons with disabilities to the safest area on the same floor.
  - 6) Wait out the storm and expect the power to go off. Be alert to downed power lines and unstable structures.
  - 7) Render aid to the injured and notify Campus Police immediately of injuries and damage.
- C. If a tornado warning has been issued and you are outside,
  - 1) Look for a nearby safe structure in which to seek shelter.
  - 2) If you are in your car, get out of it; never try to outrun a tornado.
  - 3) If there is no shelter, lie down flat in a low area such as a ditch away from trees, power lines, and poles. Then cover the back of your head and neck with your hands.

- 4) Wait out the storm and expect the power to go off. Be alert to downed power lines and unstable structures.
- 5) Render aid to the injured and notify Campus Police immediately of injuries and damage.

### **III. Winter Storms**

- A. Campus Police will monitor weather and road conditions and notify the VP of Strategic Innovation, who will inform the administration of their status.
- B. Only the President or his/her designee shall have the authority to cancel classes or adjust the times at which they end or resume.
- C. If a decision is made to close the College early, open late, or cancel classes, Public Information Officer shall inform the local media. The College emergency phone lines and the website will provide information regarding closure or delays. Personnel should not call Campus Police to obtain this information.

### **IV. Floods**

- A. Flooding on or near Campus can result from hurricanes, major or multiple rainstorms, water main breaks, plumbing problems, or roof leaks. In the case of imminent weather-related flooding, Campus Police shall monitor both “watch” and “warning” alerts.
- B. Suppose flooding, either on and off-campus, is believed to pose a danger to SCC personnel/facilities or interrupt the educational process. In that case, Campus Police shall work with the Public Information Officer to evaluate the situation and communicate as deemed necessary.
- C. If instructed to do so by Campus Police, individuals who are inside should quickly move to safe areas within their buildings or evacuate buildings as instructed by Campus Police. If it is safe to do so, secure vital equipment, records, chemicals, laboratory experiments, and electrical equipment before evacuation. Assist persons with disabilities.
- D. Once evacuated, avoid areas susceptible to flooding and seek shelter as necessary. Prohibit smoking during all phases of evacuation.
- E. Remain as a group and wait for further instructions. Campus Police will inform all concerned when the building is safe for re-entry.
- F. If assisting in cleanup, report any oil, chemical, or hazardous materials suspected of mixing with floodwaters to Campus Police immediately. Do not dump floodwater down storm drains.

- G. If instructed to evacuate campus due to outside flooding, depart immediately to avoid being isolated. Evacuation is much simpler and safer before flood waters become too deep.
- H. If you are in a car and it stalls, abandon it immediately and proceed to higher ground. Avoid driving or walking through flooded areas or swiftly moving water.

## **UTILITY EMERGENCIES**

### **I. Gas Leaks**

The following steps should be followed if a gas leak is suspected:

1. Notify Campus Police (**4911**) from a campus telephone or (864-592-4911) from an off-campus phone or cellphone immediately if a gas leak is suspected, then immediately notify Campus Operations at (**4851**) from a campus telephone or (**864-592-4851**) from an off-campus phone or cellphone.
2. Evacuate the area as quickly as possible, moving to an outdoor location at least 500 ft. from the suspected leak location.
3. As you exit, do not turn on/off any lights switches, do not activate the fire alarm, and do not use the elevator. Also, leave the door to the room with the suspected leak open so that the gas will more readily disperse.
4. The Campus Police officer on scene will be responsible for making sure that no one enters the building until permitted. The officer is authorized to request faculty/staff assistance to accomplish this.
5. Campus Operations will investigate the possible leak and either fix it or call the appropriate gas utility or contractor to repair the leak.
6. Campus Operations will communicate to Campus Police personnel when corrective action has been completed and when re-entry is safe. Campus Police will then provide access accordingly.
7. The Public Information Officer will communicate with College personnel and the media as appropriate.

## II. Power and Water Outages

The procedure for responding to power and water outages is divided into two sections: *Individual Response* and *Institutional Response*.

- A. Call Campus Operations (**4851**) to report any room, building, or campus power or water outages.

Note: College phones are equipped with an emergency power source to provide backup communications for about 15 minutes. If the College telephones fail, use cell phones to report an outage to Campus Operations (**864-592-4851**).

- B. While we do want you to call Campus Operations to report an outage, please do not call Campus Operations or Campus Police to ask how the power or water outage occurred or when it will be restored. Keep telephone lines to Campus Operations and Campus Police clear for emergency calls and other needs related to outages.

Note: For extended outages, information about the projected duration of the outage and any other pertinent information will be available on the College website [www.sccsc.edu](http://www.sccsc.edu).

- C. For power outages:

1. If you are on the first floor and have sufficient daylight to continue working safely, you should do so. If you do not have adequate daylight to continue working safely or are instructed to do so by Campus Police, move to an exit with natural light or an outdoor location, weather permitting.
2. If you are on the second floor or third floor when the outage occurs, take the stairs, not the elevator, and move to the first floor near an exit with natural light or to an outdoor location, weather permitting.
3. If you are in a shop or lab, turn off any gas burners or equipment that might pose a danger if unattended when power is suddenly restored.
4. As you leave your worksite, take your essential personal possessions and lock your office or room door.
5. Assist anyone requiring help, and do not use elevators. If you are in an elevator during a power outage, call Campus Police by using the telephone inside the elevator or via your mobile phone. Remain calm, and Campus Police or Campus Operations will respond to your location and provide assistance. If you are aware of others trapped in an elevator, also contact Campus Police immediately.
6. Emergency lighting should provide about 15 minutes of light for you to move safely to another location. Emergency lighting is provided by battery backup (not generators) and will generally offer only enough illumination to exit the

immediate area. If the lighting is not sufficient, phone Campus Police and wait for an escort.

7. If you move to an outside location, assemble with your co-workers in one area so that supervisors can account for everyone. Instructors should follow the same procedure with their classes: assemble all students from a given class in one area to account for everyone. If any employee or student is not accounted for, notify Campus Police.
  8. Remain in the evacuation area until Campus Operations or a designee indicates that you may return to your worksite.
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- A. Once Campus Police is alerted to a power or water outage, the department will notify Campus Operations and the College Administration.
  - B. Campus Police and Campus Operations personnel shall survey the campus to determine the extent of the outage and, if possible, to identify the source of the failure. Note that outages may encompass an entire campus and surrounding community or locally affect only portions of a building.
  - C. Campus Operations shall notify the Campus Administration and Campus Police of the results of its survey of the outage and, if possible, provide an estimate of the time required to restore services.
  - D. Campus Operations will repair any outages that can be identified and that it has the equipment, expertise, and authority to repair in a timely manner.
  - E. If the source of the outage cannot be identified, or if repairing the outage is beyond the scope of authority of the College to repair in a timely manner, Campus Operations shall notify the utility company or the appropriate contractor.
  - F. Campus Operations shall serve as the College's liaison to the utility company or the appropriate contractor. As the utility company or the appropriate contractor make repairs, Campus Operations shall keep both the College Administration and Campus Police apprised of repairs as they progress, including any revised estimates of the outage duration.
  - G. Except in emergencies or situations requiring evacuation, only the President or his/her designee shall have the authority to cancel classes or adjust the times at which they end or resume. The Public Information Officer will communicate relevant decisions to the College and the media.

# EARTHQUAKES

There are two sensory indicators of earthquakes: sound and motion. Both vary widely. Depending on your distance from the center of the quake, you may not notice any sound. Or you may notice sounds that resemble anything from a rifle shot to rumbling thunder. A motion may range from a minor shake to a catastrophic shifting of the earth.

The vast majority of earthquakes in the Spartanburg area are minor and require no emergency procedures; however, more severe earthquakes have occurred in the area and remain potential threats. Should you experience any significant shaking of a building or the earth, the following procedures should be followed:

1. If you are inside, immediately take cover under a table or desk, or stand in a doorway or other structure that will provide shelter from falling objects. In areas where cover is not available, kneel at the base of an interior wall and face the wall with your head down and covered by your arms. Turn your body away from windows and mirrors. Be alert for falling objects and stay away from overhead fixtures, filing cabinets, bookcases, and electrical equipment.
2. If you are outside, try to move to an open area away from buildings, trees, powerlines, and poles. If you cannot move to an open area, watch for falling objects, and be aware that the ground may sink and craters may form.
3. If you are in an automobile, stop your vehicle in the nearest open area. Stay in the vehicle until the shaking stops. Since bridges and overpasses may have been weakened, do not park under them or drive on them.
4. After an earthquake, be aware of the possibility of aftershocks. Survey your immediate surroundings to see if individuals require assistance – for example, the disabled, those requiring first aid, or those trapped under fallen debris. If it is possible and you judge it safe to provide assistance, do so. But do not move injured persons unless they face life-threatening situations such as fires or the building's imminent collapse. If it is not possible to render assistance or judge it unsafe to do so, attempt to contact Campus Police and provide information about the location of the individual needing assistance. If you cannot contact Campus Police because of power outages, make a mental note of the people needing assistance and their locations, and attempt to exit the building; then report the information to Campus Police or other emergency responders as quickly as possible.
5. Open doors carefully. Watch for falling objects and downed electrical lines. Do not use elevators. Do not use matches or lighters as gas lines may have ruptured. Once outside, move to an area away from buildings, signs, trees, and utility poles that may pose a threat if they collapse or fall. Immediately contact any Campus Police officer or other emergency personnel and convey to them information about those who may remain in the building.

6. Since the building may have experienced significant structural damage and aftershocks are likely, do not re-enter any buildings unless Campus Police or emergency personnel indicate that you may.
  
7. The College's Emergency Management Team will assemble as soon as possible after the quake at a site to be determined based on the extent and location of the damage. In cooperation with any external emergency personnel available, the EM Team shall support the Emergency Operations Director in all post-quake operations, including search and rescue, assistance to the injured, shut down of campus utilities, damage assessments, and will communicate with the Public Information Officer and College personnel.



SPARTANBURG COMMUNITY COLLEGE  
**PROCEDURE**

REPLACES NUMBER	TITLE	NUMBER	PAGE
11-40.1	Hazardous Weather and Emergency Leave	11-40.1	1 of 2
DATED	BASED ON POLICY NUMBER AND TITLE		DATE
May 17, 2004	STC POL11-40 Hazardous Weather and Emergency Leave and SP8-3-105.1		July 2015
DMSION OF RESPONSIBILITY: Administration			

  
Vice President/Dean                      Date

  
President                                      Date

A. Notification

1. Day Operations/Classes

By 6:00 a.m., the President, with the assistance of the Executive Council and Marketing Department, will notify several radio and television stations within the service area to announce the College's intent to delay or cancel classes.

2. Evening Operations/Classes

By 3:00 p.m., the President, with the assistance of the Executive Council and Marketing Department, will notify several radio and television stations within the service area to announce the College's intent to cancel evening classes.

B. Accountability for Time Lost

1. College Employees

When the President announces the closing of the College, all offices will be closed. NO faculty, staff, or students, with the exception of essential personnel - see Section C - are to report to work unless an Executive Council Member requires them to report to work. Should evening classes be held, evening staff and faculty, as well as the Library and Tutoring Learning Center (TLC), will report to work at his or her regularly scheduled times. When the President announces a delay in classes, faculty and staff may report to work at his or her normal time or may report at the delayed time.

State policy requires that any time lost by employees must be accounted for; therefore, employees (faculty and staff) will account for time lost by selecting one of the following alternatives:

- a. Use accrued annual leave or holiday compensatory hours for staff, or faculty leave for faculty.
- b. Take leave without pay.
- c. Take earned compensatory time (non-exempt employees).
- d. Make up time lost from work within ninety days at a time scheduled by the President or designee. The President may designate certain time periods for make up for faculty and exempt employees; however, nonexempt employees, due to the Fair Labor Standards Act regulations, may not exceed forty hours per week while making up any lost time.
- e. The Governor may provide state employees up to five days leave with pay for absences from work for each declaration of a state of emergency for hazardous weather.

*SPARTANBURG COMMUNITY COLLEGE*  
**PROCEDURE**

The Human Resources Office will provide to all faculty and staff filling permanent positions a memorandum to be completed and returned to Human Resources, indicating each employee's options for accounting for lost time and, if appropriate, the makeup time period. All leave records must accurately reflect the option(s) selected.

2. Students

The President will, upon return, immediately determine the schedule adjustment required for students and make appropriate announcements to the Executive. The Senior Vice President of Academic Affairs (or designee) and Marketing will be responsible for communicating the adjusted schedule to the department chair, instructors, and students.

3. Adjunct (Credit) Faculty

If the President determines that a schedule adjustment is required for students, adjunct faculty will be informed of the adjusted schedule by their department chair. Adjunct faculty will be responsible for meeting with their classes during the adjusted schedule. If it is determined that no formal schedule adjustment is needed, department heads may adjust work schedules or instructional methods for adjunct faculty to accommodate any missed coursework. Adjustments must have prior approval of the department chair and the deans must maintain documentation of approved adjustments. Hours missed due to hazardous weather that are not either made up or accommodated by adjusted instructional methods/assignments approved by the department chair must be submitted as absences and will be deducted from the adjunct faculty's earnings.

C. Essential Personnel

Essential personnel are needed to maintain the facilities during extreme weather or emergency situations.

1. Executive Council
2. Director of Campus Operations
3. Trades Specialists
4. Public Safety Officers
5. Custodial Supervisor
6. Grounds Personnel